

## *HOW TO OPEN AN ADVERSARY PROCEEDING*

- ◆ CLICK ON ADVERSARY EVENTS
- ◆ CLICK ON OPEN AN AP CASE
- ◆ COMPLETE ADVERSARY STATISTICAL INFORMATION SCREEN
- ◆ INSERT BANKRUPTCY CASE NUMBER RELATED TO ADVERSARY
- ◆ SEARCH FOR PLAINTIFF
- ◆ SEARCH FOR ALIAS (OPTIONAL)
- ◆ SEARCH FOR PLAINTIFF'S ATTORNEY
- ◆ SEARCH FOR DEFENDANT
- ◆ SEARCH FOR ALIAS (OPTIONAL)
- ◆ AN ADVERSARY CASE NUMBER IS GENERATED BY THE COMPUTER
- ◆ THE ADVERSARY PROCEEDING IS NOW OPEN; FILE YOUR COMPLAINT IMMEDIATELY